

Instructions for Producing Outcome Information Report and Data Quality Report For the 2016 ESG/SAF Program Applications (funding for the 2017 Calendar Year)

For agencies using the ServicePoint™ (HMIS and Non-HMIS) networks between 1/1/2015 – 12/31/2015:

There are two reports* that you will need to produce from ServicePoint™ and submit with your application:

- 2016 ESG/SAF Application Report
- 2015 ESG/SAF Data Quality Report

* Meal sites simply run one report “2016 Meal Program ESG/SAF Application”.

You must have an Advanced Reporting Tool license in order to produce the reports.

1. Log in to ServicePoint™.
2. In the upper right of your Home page, click ART: Connected.
3. Click the arrow pointer to the left of Public Folder.
4. Click the arrow pointer to the left of ESG/SAF Reports.
5. Click the arrow pointer to the left of 2016 Grant Application.
6. Click the magnifying glass icon to the left of 2016 ESG/SAF Application Report.
7. In the pop-up window, click View Report. This will open a new tab in your browser.
8. In the prompts window, click on the words Select Program Name(s), next to the red arrow. This will display a list of your programs in the left of the prompt window. Double click on one or more program names to select them. Selected programs will appear in the right window.
9. Do not make any changes to any of the other prompts.
10. Click Run Query in the bottom right of the prompt window.
11. To print or save a copy of the report results, click View and select PDF mode.
12. When the report is displayed in PDF mode, you should have icons within the PDF report area to print or save a copy. The location of these icons may vary depending on which web browser you use. In Google Chrome, for example, they may appear on the bottom right and you may have to pass your mouse pointer over that area to make them visible.
13. Note: Do not use print or save buttons on your *browser toolbar* – these will not produce a properly formatted report and will not print or save the entire report.
14. **Repeat the steps above to run and print the other reports in the Grant Application Reports folder. The report is labeled “2016 ESG/SAF Data Quality Report”**
15. If you would like to view the detail behind the report numbers, go back to the list of ART reports and use the instructions above, selecting the magnifying glass for the reports with Client Detail in the name.

For ServicePoint™ report assistance, contact your system administrator at the Institute for Community Alliances at 515-246-6643.